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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

N O T I F I C A T I O N

Imphal, the 1st February, 2013

No. 1/6/12-RR(GP)/DP : In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Manipur hereby makes the following rules regulating the method of recruitment to the post of **Desk Top Publishing Operator** in the **Directorate** of **Printing & Stationery,** Manipur as shown in the M.P.S.C. Form-8, namely : –

1. **Short title** :–These rules may be called the **Directorate of Printing & Stationery,** Manipur **(Desk Top Publishing Operator)** Recruitment Rules, 2013.

2. **Application** :– These rules shall apply to the post specified in column 1 of the M.P.S.C. Form-8 hereto annexed.

3. **Classification, scale of pay, method of recruitment etc.** :–Classification of the said post, scale of pay, method of recruitment and other matters connected therewith shall be as specified in the columns 3 to 13 of the said MPSC Form-8.

4. **Disqualifications** :–

(a) No person, who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the aforesaid post, and

(b) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the said post.

Provided that the Governor of Manipur may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

5. "**Power to relax** – Where the Governor is of opinion that it is necessary or expedient so to do, he may order, for reasons to be recorded in writing and in consultation with the Department of Personnel & Administrative Reforms (Personnel Division), for relaxation of any of the provisions of these rules with respect to any class or category of persons or posts."

6. These rules shall come into force with effect from the date of publication in the Manipur Gazette.

By orders & in the name of the Governor,

YUMNAM ROBITA,
Deputy Secretary (DP), Govt. of Manipur.

MPSC FORM - 8

No. 1/6/12-RR(GP)/DP
Imphal, the 1st February, 2013

RECRUITMENT RULES FOR THE POST OF DESK TOP PUBLISHING OPERATOR IN THE DIRECTORATE OF PRINTING & STATIONERY, MANIPUR

1.	Designation of post(s)	Desk Top Publishing Operator
2.	No. of post(s)	3 (three)
3.	Classification	G.C.S. Group-C (Non-ministerial)
4.	Scale of pay	Pay Band of Rs. 5,200-20,200/- plus grade pay of Rs. 2,800/- p.m. [As per the pay scale prescribed in the post creation order No. 21/2 /2011-GAD(P) dated 20-09-2012 which corresponds to MS (RP) Rules, 2010]
5.	Whether selection post or non-selection post	Selection
6.	Age for direct recruits	35 (thiryfive) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ ST candidates and by 3 years for OBC candidates and a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates).
7.	Educational and other qualifications required for direct recruits.	**ESSENTIAL :** 1. Passed 10+2 or its equivalent from a recognised Board/University of India/Abroad. 2. Degree/3 (three) years Diploma in Printing Technology from a recognised University/Institution/Board having 3 (three) years practical experience in DTP systems with applied packages (Pagemaker, Coreldraw, Photoshop/ Photopaint etc.) from a well established printing house. 3. Trade test with a speed of 6000 corrected ens per hour in 12 points in English and 4000 corrected ens per hour in 14 points in both Manipuri & Hindi, Colour separation & correction, Graphic designing & editing. **Desirable :** 1. Knowledge of Platemaking process. 2. Knowledge of Screen printing process. 3. Knowledge of Manipuri, Hindi and Scientific & mathematical signs & symbols.
8.	Whether age and educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation//transfer and percentage of the vacancies to be filled by various methods.	75% by direct recruitment and 25% by promotion.

11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**PROMOTION :** Mono Operator who must possess (1) Graduate from a recognised Board/University of India/ Abroad with 5 (five) years regular service in the grade with practical experience in D.T.P. systems with applied packages (Pagemaker, Coreldraw, Photoshop/Photopaint etc.) OR Passed 10+2 from a recognised University/Institution/Board with 7 (seven) years regular service in the grade with practical experience in D.T.P. systems with applied packages (Pagemaker, Coreldraw, Photoshop/Photopaint etc.) (2) Trade test with a speed of 6000 corrected ens per hour in 12 points in English and 4000 corrected ens per hour in 14 points in both Manipuri & Hindi, Colour separation & correction, Graphic designing & editing.
12.	If a DPC exists, what is its composition	Class–III D.P.C.
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.

YUMNAM ROBITA,
Deputy Secretary (DP), Government of Manipur.

Printed at the Directorate of Printing & Stationery, Govt. of Manipur/315-C/2-2-2013.